

City of Lowell
Job Description
Please Post ~ June 26, 2015
Deadline ~ July 10, 2015
Police Department
Principal Clerk

Job Title: Principal Clerk - Records Division (2000-22, 2155)
Department: Lowell Police Department
Reports To: Superintendent and other designated personnel
Salary: (Min) \$18.2760 to (Max) \$20.8871 per hour - 35 hour per week
Union: AFSCME Local 1705

SUMMARY

Performs under supervision, a variety of standard office procedures requiring a degree of complex decision making and thorough knowledge of the function of the Records Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under the supervision of an administrative or clerical employee of higher grade, performs according to standard procedures, complex clerical duties requiring a considerable degree of decision and a thorough knowledge of the functions of the department or section, or to act as working supervisor over a small number of employees performing less complex phases of the work; or to take and transcribe dictation and perform secretarial duties for an administrator or section head.

Investigate records, files and resources to obtain necessary information.

Retrieve information and data from files and records.

Process forms, checks forms for accuracy and completeness.

Answers phones, and give necessary information to vendors, departments, public, etc.

Verify work to insure accuracy.

Answers and investigates complaints from general public; Customer service skills.

Photocopy machine, faxing, typing, as necessary.

Removing files from file cabinets and packing them into boxes for storage.

Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum three years related experience and/or training; or equivalent combination of education and experience.

Substitutions:

Successfully completed education at a recognized non-degree granting business school above the high school level may be substituted for a maximum of one year experience on the basis of one year of education for six months of education.

Successfully completed education towards a degree at a recognized school may be substituted for a maximum of two years of the required experience on the basis of one year of education for six months of experience.

Knowledge of supervisory experience principles and practices; Knowledge of routine office practices; Knowledge of procedures for processing and distributing materials; Knowledge of filing and retrieval procedures; Knowledge of spelling; ability to analyze data and other information; Ability to verify and check information; ability to follow directions; Ability to type 30 error free words per minute. Data entry and word processing skills desired.

Bilingual skills preferred Spanish/English, Khmer/English

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 10, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer